



ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Professional Development on Placement				
Module Code	UPNNA5-30-3	Level	3	Version	1
UWE Credit Rating	30	ECTS Credit Rating	15	WBL module?	Yes
Owning Faculty	Faculty of Arts, Creative Industries and Education		Field	Linguistics	
Department	Arts and Cultural Industries	Module Type	Standard		
Contributes towards	BA(Hons) Creative and Professional Writing BA(Hons) English BA(Hons) English Language and Linguistics BA(Hons) English and English Language BA(Hons) English and History BA(Hons) English with Writing BA(Hons) History BA(Hons) History with Heritage BA(Hons) Film Studies and Literature BA (Hons) Film Studies				
Pre-requisites	none		Co- requisites	Module to be taken during Placement (minimum 26 weeks)	
Excluded Combinations	none		Module Entry requirements	120 credits at level one; at least 80 credits at level 2	
First CAP Approval Date	15 November 2016		Valid from	September 2016	
Revision CAP Approval Date			Revised with effect from		

Part 2: Learning and Teaching	
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> 1. Critically evaluate skills, knowledge and experience in relation to a placement role. (A) 2. To plan and achieve goals whilst on placement (A) 3. Reflect on experience and research into an industry or professional development route to enhance employability knowledge and development. (A & B) 4. Demonstrate knowledge of the placement organisation and/or industry. (A&B). 5. Synthesise acquired knowledge and research into an implementation plan. (B)
Syllabus Outline	<p>This module requires the student to take on a substantial period of supervised work experience, relevant to their academic programme of study, in a professional environment.</p> <p>The precise details of the job requirements involved are negotiated and agreed</p>

	<p>between employer and student, with assistance and advice from the University as needed. Students are required to secure an approved placement before taking the module. Academic approval of the placement rests with a designated academic(s), and they assess whether students should be able to attain the learning outcomes of the module by undertaking their placement.</p> <p>There is no formal taught syllabus for this module. Students are guided through the completion of a portfolio with resources provided to students that are accessible remotely.</p> <p>Students are expected to demonstrate professional success in working to the employer's brief, and to reflect critically on the placement in relation to their academic programme. In doing this, they will have exposure to a range of topics from amongst the following:</p> <ul style="list-style-type: none"> • Organisational analysis. Industry-specific trends, developments or emerging issues. • Contemporary cultural, societal or technological changes and opportunities related to their programme/discipline/industry. • Legal, social, ethical and professional issues • Codes of practice, professional standards, professionalism. • Ethical practice, sustainability and global awareness. • Relationships between study and practice - relate concepts from their academic programme to their professional practice, and vice-versa. • Reflective practice, lifelong learning and professional development. • Comparative analysis of different workplaces. • Personal development planning.
Contact Hours	<p>Due to the type of learning on this programme, students will be working in a placement setting for a minimum duration of 26 weeks. During this study, students are expected to work within the terms and conditions stipulated by their placement provider. The module team will maintain contact with students on placement either through physical visits, or video conferencing (eg. Skype) alongside emails and VLE (eg. Blackboard).</p> <p>Students will also be supported by the Placement Team at UWE, and includes settling-in phone calls.</p>
Teaching and Learning Methods	<p>Students engage in placement learning during this module and are expected to use support at the university to source their opportunities as this supports students' resilience and enables students to apply for roles relevant to their subject/industry area.</p> <p>In preparation for this module, students can access a wide-range of university support to enable them to research industries, source and apply for opportunities and to prepare for interviews and assessment centres.</p> <p>Given the nature of study, there are expectations of students to engage in high-levels of self-directed learning, to assimilate and contextualise new knowledge to their substantive area of studies. Students are required to be reflective through the use of a portfolio. The portfolio encourages students to make the most of their placement learning and identify development areas.</p> <p>Typically, students will have a nominated placement supervisor within the host organisation. Students should gain feedback from their supervisor during their placement. The placement provider is encouraged to support student development through training, team working and professional development activities.</p> <p>The students' academic tutor will provide academic supervision and support which includes continued contact with the student during their placement. Tutor support can be complemented by peer support and online collaboration.</p>

Key Information Sets Information	<p>Key Information Sets (KIS) are produced at programme level for all programmes that this module contributes to, which is a requirement set by HESA/HEFCE. KIS are comparable sets of standardised information about undergraduate courses allowing prospective students to compare and contrast between programmes they are interested in applying for.</p> <table border="1" data-bbox="475 365 1385 757"> <thead> <tr> <th colspan="5"><u>Key Information Set - Module data</u></th> </tr> </thead> <tbody> <tr> <td colspan="4">Number of credits for this module</td> <td>30</td> </tr> <tr> <th>Hours to be allocated</th> <th>Scheduled learning and teaching study hours</th> <th>Independent study hours</th> <th>Placement study hours</th> <th>Allocated Hours</th> </tr> <tr> <td>300</td> <td>0</td> <td>150</td> <td>150</td> <td>300</td> </tr> </tbody> </table> <p>The table below indicates as a percentage the total assessment of the module which constitutes a -</p> <p>Written Exam: Unseen written exam, open book written exam, In-class test Coursework: Written assignment or essay, report, dissertation, portfolio, project Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam</p> <p>Please note that this is the total of various types of assessment and will not necessarily reflect the component and module weightings in the Assessment section of this module description:</p> <table border="1" data-bbox="587 1160 1278 1395"> <thead> <tr> <th colspan="2">Total assessment of the module:</th> </tr> </thead> <tbody> <tr> <td>Written exam assessment percentage</td> <td>0%</td> </tr> <tr> <td>Coursework assessment percentage</td> <td>100%</td> </tr> <tr> <td>Practical exam assessment percentage</td> <td>0%</td> </tr> <tr> <td></td> <td>100%</td> </tr> </tbody> </table>	<u>Key Information Set - Module data</u>					Number of credits for this module				30	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	300	0	150	150	300	Total assessment of the module:		Written exam assessment percentage	0%	Coursework assessment percentage	100%	Practical exam assessment percentage	0%		100%
<u>Key Information Set - Module data</u>																															
Number of credits for this module				30																											
Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours																											
300	0	150	150	300																											
Total assessment of the module:																															
Written exam assessment percentage	0%																														
Coursework assessment percentage	100%																														
Practical exam assessment percentage	0%																														
	100%																														
Reading Strategy	<p>A module handbook will be provided to students at the start of the module. The handbook will contain advice, information and support with learning whilst on placement. Students are advised to use the full range of resources through their continued engagement with library resources, reading lists and online tools and resources.</p> <p>No set text is applicable to this module due to its interdisciplinary nature but specific reading guidance may be made available for each module run. Reading matter is tailored to the student's programme or discipline area, workplace characteristics or individual needs where possible.</p>																														
Indicative Reading List	<p>Trought, F (2012). <i>Brilliant Employability Skills: how to stand out from the crowd in the graduate job market</i>, Prentice-Hall [ISBN 9780273749936]</p> <p>ASET (2013). <i>The ASET Code of Practice - A Good Practice Guide for Placement and Other Work-Based Learning Opportunities in Higher Education</i>, The Work-Based and Placement Learning Association [ISBN: 0954223195]</p> <p>Cottrell, S. (2010) <i>Skills for Success: The Personal Development Planning Handbook</i>. (2nd ed.) Palgrave Study Skills</p>																														

Part 3: Assessment

Assessment Strategy	<p>Component A – 50%</p> <p>Portfolio. Students are required to complete a portfolio during the module. The portfolio will contain a number of elements and tasks that enable the student to reflect on their experiences and to maximise their potential whilst on placement. The portfolio will enable action-planning and produce assets to support continuing professional development.</p> <p>Component B – 50%</p> <p>Report (4000 words). Students are required to produce a report based on researching an organisation or industry that enables a potential professional route or career. The report should include analysis, investigation and synthesis. This should be underpinned by theory, practice and critical evaluation. Students should include an implementation plan informed by the research undertaken.</p>
---------------------	---

Identify final assessment component and element	Component A	
% weighting between components A and B (Standard modules only)	A: 50%	B: 50%
First Sit		
Component A (controlled conditions) Description of each element	Element weighting	
1. Portfolio	100%	
Component B Description of each element	Element weighting	
1. Report (4000 words)	100%	

Resit (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting	
1. Portfolio	100%	
Component B Description of each element	Element weighting	
1. Report (4000 words)	100%	
<p>If a student is permitted a retake of the module under the University Regulations and Procedures, the assessment will be that indicated by the Module Description at the time that retake commences.</p>		

FOR OFFICE USE ONLY

First CAP Approval Date	15 November 2016			
Revision CAP Approval Date	21 March 2017	Version	2	MIA 10647